



EMAIL: [info@calabriamanagementservices.com](mailto:info@calabriamanagementservices.com) WEBSITE: [www.CalabriaManagementServices.com](http://www.CalabriaManagementServices.com)

No 15. Via Pietro Viano, Tropea, Calabria, Italy

Office Tel: 0039 0963 621111 Tel: 0039 3333879347 FAX: 0039 0963 051492

We have composed this list of important 'things to do' and essential check list items for all of our clients who are about to complete on their holiday properties in Calabria. Also listed below are some useful tips on how to maximise the rental potential of your property.

### *Bedroom*

- Linen – We advise our clients to purchase white bed linen, bring in a splash of colour with your throws. Also, we advise against fitted sheets for the mattress, it's easier to get that 'Hotel' crisp iron finish on flat sheets, than it is with fitted sheets with corners. Our cleaner's just do a nurse tuck when dressing beds with flat sheets. Also, remember if buying linen in the UK/Ireland buy king-size sheets for an Italian double bed. It is easier to bleach white linen than of course it is if they are coloured. If you do want to provide coloured linen, then I would advise to use pastel colours, more so than dark ones.
- Furnishing a double room is very straight forward and many double rooms are of adequate size. Most clients furnish their master bedroom with a double bed, double net frame, mattress, 2 x side lockers, 4 drawer chest of drawers, and wall mirror and then a wardrobe.
- Wardrobes are available in many sizes starting from 90cm, 135cm, 180cm and up as long as 270cm. When deciding on the type of wardrobe, be conscious of where your light fittings and air conditioning units are positioned in the room, these can determine the size you are allowed to install.
- It is advisable to make one section of your wardrobe lockable, this allows for safe storage of your turnover linen/towels, plus also leaves space for your own personal belongings including summer wear and toiletries.
- Furnishing a twin room can be a little bit more difficult as these rooms can be considerably smaller. We recommend supplying 2 single beds which come in sizes of 80cm and 90cm. If space does not permit you to have a side locker or chest of drawers, then we recommend including a 90cm wardrobe with the centre of the wardrobe to include open shelves where guests can place their toiletries, jewellery, books etc;
- We recommend our clients to provide 2 pillows per person per single bed and 4 pillows per double bed. Memory foam pillows are available in most markets from about €5 to €6 per pillow.
- We also recommend including heavier throws for the colder season.





EMAIL: [info@calabriamanagementservices.com](mailto:info@calabriamanagementservices.com) WEBSITE: [www.CalabriaManagementServices.com](http://www.CalabriaManagementServices.com)

No 15. Via Pietro Vianeo, Tropea, Calabria, Italy

Office Tel: 0039 0963 621111 Tel: 0039 3333879347 FAX: 0039 0963 051492

### *Kitchen*

*Avoid high electricity ENEL bills.....*

- Do not supply an electric kettle in the apartment, these use 2000w's of supply each time they are boiled, plus how many of you are guilty of filling the kettle when you are only making a cup of tea for one, well then imagine someone renting your apartment who will not be conscious of how much your Enel bills cost!!!!
- I would advise supplying a gas kettle, with a good strong handle that does not over heat. Don't buy these fancy coloured kettles with vibrant colours as from experience the colour fades or peels off after a matter of time. Just stick to a chrome kettle which can be bought for around €30 (good ones that is).
- Avoid putting in a high wattage steam iron, try and keep it below 1600w's. Don't forget to supply an iron board, but avoid ones with vibrant patterned covers, you don't want to iron a white shirt/blouse and the colour comes through on your clothing.
- Don't put in a toaster; let your clients use the grill in the oven (they can toast more in the grill – than a 2 or 4 slice toaster).
- Don't put in a fancy coffee maker; pick up an espresso maker for the hob from €10 which makes up to 4 cups at a time.
- Provide a low wattage hair dryer.
- If you are bringing your light fittings from the UK/Ireland be aware that they will be bayonet fittings, whereas here they are still on the screw in bulb. So if you are bringing fittings from back home, bring bulbs as well, plus spare ones in case they blow. Use energy saving bulbs, more expensive to buy, but save you money in the long run and friendlier to the environment.
- Buy an energy efficient washing machine, may cost more but again worth it in the long run. We supply our clients Bosch/Whirlpool washing machines with 5KG loads, energy rated Class A. Our stockists are within a certain radius of the resort/complex which helps with warranty callouts etc; Remember most bathrooms are plumbed for washing machines not the kitchen area, some people find this difficult to comprehend but its standard in Italy.
- Install an air con sensor control unit – shuts down your air con if someone leaves the apartment. Please contact us for further details.
- If you decide on installing air con units in your apartment, then I would advise connecting to a minimum of a 4.5kw supply with Enel. It is important to get this right from the start, your connection charge to Enel will be €85 and €25 administration fee (covers our cost). If further down the line you realise that you have connected to the wrong wattage supply, then it will cost you in excess of €200 plus to rectify the situation. My advice would be as follows, if you have a 1 bed or smaller and will not be installing an air con unit then 3kw supply is adequate. If you install more than 1 air con unit then you should connect to a 4.5KW supply. For 3 beds or villas with air con units, then I probably would advise a 6kw supply, this is considered 'industrial electricity'.
- Try and purchase a good reliable brand name with a good energy rating. Remember electricity is expensive for non-residents. Also, purchase a unit that emits both hot and cold air.
- Remember to stock up on continental adaptors. The electrical sockets over here are 2 pin, but a lot of the electrical items have the 2 pins that require an adaptor attached before they will plug into the wall.
- Invest in a surge protector especially if you plan to provide a Flatscreen TV.



EMAIL: [info@calabriamanagementservices.com](mailto:info@calabriamanagementservices.com) WEBSITE: [www.CalabriaManagementServices.com](http://www.CalabriaManagementServices.com)

No 15. Via Pietro Viano, Tropea, Calabria, Italy

Office Tel: 0039 0963 621111 Tel: 0039 3333879347 FAX: 0039 0963 051492

### *Living Area*

- If the space permits, try and provide a 3 seater sofa bed more so than a 2 seater.
- Avoid light/pastel colours for your sofa, they fade and stains are harder to clean.
- There are arguments for and against whether you should provide leather over fabric sofas. I prefer fabric, my experiences of leather are sticky, squeaky and tough on the purse strings
- Provide a small coffee table – You don't want someone using the arm of your sofa as a tea coaster!!!!
- Decorative cushions for your sofa – Try and buy cushions with a zipped cover, easier to wash and keep clean.
- If you want to bring in a splash of colour to your apartment, then consider a plastic plant in a decorative pot/vase. When choosing the plant try and purchase one with large rubber leaves, it helps make your 'property managers' job a lot easier as it cleans better, avoid plastic material flowers, they look cheap and attract dust.
- Purchase a nice canvas from €20 to €30 upwards, they create a stylish environment and take the stark and bland look off the walls.
- Make your own master piece at a fraction of the cost – Buy a piece of MDF, some cushion filler and some material like leather/natural fibres, attach it to the MDF with an upholster gun and you have your own piece of artwork.
- Introduce mirrors – they create a feeling of space and reflect the light throughout the apartment.
- If the space permits create a feature wall in your bedroom or living room. Choose a paint colour that compliments your soft furnishings, pick a feature wall and paint it. Vertical lines create an illusion of height and space. The more ambience you can create in your apartment, the more people will relax and enjoy your stay in your apartment, thus resulting in possible repeat business. You want people to remember the positives rather than the negatives.
- Compliment your soft furnishings with subtle lighting i.e. bedside lamps, coffee table lamps. Remember to use low wattage energy saving bulbs, maybe with a soft toned colour.





EMAIL: [info@calabriamanagementservices.com](mailto:info@calabriamanagementservices.com) WEBSITE: [www.CalabriaManagementServices.com](http://www.CalabriaManagementServices.com)

No 15. Via Pietro Viano, Tropea, Calabria, Italy

Office Tel: 0039 0963 621111 Tel: 0039 3333879347 FAX: 0039 0963 051492

### *Kitchen utensils'*

- Try and provide white or cream dinnerware sets – if any breakages occur, it's easier for your property manager to replace single items.
- Provide glass tumblers and wine glasses, but don't forget the kids include vibrant coloured plastic tumblers preferably with lids. It's advisable to provide enough glasses, mugs and plates for double the amount of guests your apartment can hold.
- Include salad tuber-ware items such as large salad bowls, strainer, plates and bowls – most dining will be done outside on the terrace/balcony area.
- Buy a plastic chopping board more so than a wood board – easier to keep clean and more hygienic as well.
- Provide cutlery sets, but try to avoid ones with plastic handles. The plastic may fall off or the colour may fade – Stainless steel sets are a better option and last longer.
- Invest in a multipurpose and good quality bottle/can/wine opener.
- Think of your potential renters – Italians like deep pasta bowls, plus include at least 2 large pizza plates and a pizza cutting knife. Also try and provide espresso cups a minimum of 4.
- Cheap does not necessarily mean good value – provide good quality non-stick pots and pans, they have a longer life span and are easier to keep clean.
- Provide a good quality knife set, but remember to store it away from young children's reach.
- Provide plastic storage containers, perfect for storing away leftovers which can be reused.
- Remember to stock up on continental adaptors. The electrical sockets over here are 2 pin, but a lot of the electrical items have the 2 pins that require an adaptor attached before they will plug into the wall.
- Provide a fridge deodorizer – It's always advisable to plug out your fridge and leave the fridge door open during long periods of vacancy. Avoid leaving tins of fruit etc; in the fridge when your apartment is vacant, yes such items are considered perishable goods but the moisture from the fridge can cause the tined fruit to rust and create stubborn stain marks in your fridge. Lemons, Vinegar and baking soda are a natural form of deodorizers.
- Provide cooking utensils and spatulas – Most kitchens have limited cupboard space, so why not attach a small bar onto your tiled splash back and attach the utensils to it via small hooks, save on space and makes essential items more reachable while cooking.
- Provide coasters to prevent clients leaving tea stains & ring marks on your table/sofa.
- If you complete on your property and you are not happy with the choice of tiles for your splash back – Then there are other alternatives available, they are available in a variety of colours; they come in metre lengths and are 1mm thick, they attach permanently to the existing tiles and create an immediate transformation.
- Always provide a torch with spare batteries, place in a drawer with the spare bulbs.
- During long periods of vacancy, take the batteries out of your remotes etc; Moisture may cause the batteries to leak and ruin your remote.



EMAIL: [info@calabriamanagementservices.com](mailto:info@calabriamanagementservices.com) WEBSITE: [www.CalabriaManagementServices.com](http://www.CalabriaManagementServices.com)

No 15. Via Pietro Viano, Tropea, Calabria, Italy

Office Tel: 0039 0963 621111 Tel: 0039 3333879347 FAX: 0039 0963 051492

### *Bathroom*

- Provide at least 2 quality bath towels per guest as well as handtowels. If possible supply medium towels for people wishing to dry hair.
- Provide non slip bath/shower mats.
- Provide bath towelled mats; this will prevent clients using towels on the floor.
- Keep a supply of toilet roll and hand soap.
- Use a lighted bathroom cabinet with mirrored surface and ledge for extra storage. Price start from €50 upwards.
- Provide a laundry basket – Avoid wicker storage baskets these are prone to mildew and start to smell after long periods.
- Install a shower screen helps prevent wet bathroom floors.

### *Garden*

- The garden/terrace/balcony area can act as an extra room if properly equipped and designed.
- Provide sun loungers and comfortable outside dining furniture.
- Many of you have garden space measuring 13ft x 13ft. It is a known fact that grass does not grow very well out here in Calabria unless properly maintained. Our solution to this is as follows: firstly spray a strong herbicide on the surface area, 20 days later re-spray the area, and then lay decorative stone. Ask your kind property manager to pick out any visible weeds that may appear, while carrying out their regular property inspections.
- To bring a splash of colour into your above garden area buy some plastic (clay pots can blow over and break) terracotta pots and plant some nice shrubs or small tree plants. If not watered regularly these may need replacing at the start of every season per year, so be aware of this when buying your plants.
- If you are close to the beach or if there is a pool on the complex, then try and provide buckets and spades, floatable toys and some safety armbands for young children.





EMAIL: [info@calabriamanagementservices.com](mailto:info@calabriamanagementservices.com) WEBSITE: [www.CalabriaManagementServices.com](http://www.CalabriaManagementServices.com)

No 15. Via Pietro Viano, Tropea, Calabria, Italy

Office Tel: 0039 0963 621111 Tel: 0039 3333879347 FAX: 0039 0963 051492

### Essentials- Hot tips

*Little extras will leave a lasting impression. Potential rental clients will appreciate the efforts you make to ensure their stay in your holiday apartment is an enjoyable experience. Remember successful bookings also come from referrals and repeat bookings.*

- Remember to stock up on continental adaptors. The electrical sockets over here are 2 pin, but a lot of the electrical items have the 2 pins that require an adaptor attached before they will plug into the wall.
- Provide a DVD player but make sure it has a USB port – So many kids are technical/internet geniuses, we have found especially from our German/Danish clients that their children bring along a USB memory stick full of their favourite movies, all they then do is slot it into the player and watch their movies instantly – no need for extra cables.
- Avoid buying TV LCD's with integrated DVD players, although it's the slightly cheaper option, but if anything happens with the DVD player then you are left without your TV as well i.e. both gone for repair/service.
- Don't forget when purchasing your TV and DVD player, most suppliers fail to include the necessary cables required. Always remember to buy a 2metre scart lead and a TV co-axial cable (male to male connectors) for connecting to your Italian analogue aerial.
- Provide an IPOD or MP3 docking station – Who doesn't like music!!! This will allow your visitors to plug their own players into your stereo and listen to their favourite music.
- Collect FREE DVD movies from the Sunday papers and leave them in your apartment, then if the weather turns bad, your guests will be glad to sit in and watch a good classic movie.
- Don't throw it out, re-use it – If you have any old movies lying around at home gathering dust then bring them over to your holiday apartment and let your guests view them. The same goes if your kids have upgraded their games console, bring the old one over with a few games, kids will love it!!!!
- Provide a multipurpose phone charger – How many times have you forgot your charger when going away on holidays!!!!
- Provide a crystallised dehumidifier these start from €14.99 from good hardware stockists such as BRICO. Remember to buy replacement sachets, cheaper than buying a new unit.
- Provide child safety locks and door slam stoppers. Parents will really appreciate the fact that you have supplied these items. Just leave them in a spare drawer and get your 'property manager' to mention them to the client or comment about them in your 'welcome pack'.
- If possible try and provide a high chair and a foldable children's cot.
- Place a decorative sticker on both sliding/double patio doors, it prevents kids/adults from walking straight into the door while shut.
- Provide blackout curtains if possible – Most clients try to maximise the number of guests that can stay in their apartment with the use of sofa beds. The sun can rise very early in the morning and wake up your guests who are sleeping on the sofa, avoid this with a good quality blackout curtain, but make sure you have a strong quality curtain pole which is supported in the centre of the bar/pole.
- Provide a Philips screw driver in a spare drawer – For those of you who have got the pull-up shutters by means of a pull chord. These have a habit of getting stuck; this is easily resolved by unscrewing the panel and re-chording the chord on the pulley. This is especially applicable to Pizzo Beach and Borgo Novo owners.



EMAIL: [info@calabriamanagementservices.com](mailto:info@calabriamanagementservices.com) WEBSITE: [www.CalabriaManagementServices.com](http://www.CalabriaManagementServices.com)

No 15. Via Pietro Viano, Tropea, Calabria, Italy

Office Tel: 0039 0963 621111 Tel: 0039 3333879347 FAX: 0039 0963 051492

### *Essentials- Hot tips continued*

- Provide a bedside alarm clock make sure it is set at Italian time.
- Print up decorative greeting cards and leave the name section blank – Type a permanent ‘Thank you for renting our holiday home.....’ message on the card for your forthcoming client, leave the name section blank and ask your ‘property manager’ to fill in the name of the client. If funds are available, place the card on the table beside a welcome bottle of wine, works a treat every time for any of our clients.
- Provide a ‘Comments book’ – Invite clients to leave their comments, both good and bad. Building on constructive criticism is key, try to improve on the negative comments asap.
- Provide a ‘Welcome Information Pack’ with guides to local tourist attractions, restaurants, bars etc; Also include information on important numbers such as Police, Hospitals, Fire Brigade, Doctors and so on.....

### *Check list*

*Where possible you should try and always keep regular stock of these items in your apartment, allocate a small budget to your ‘property manager’ and ensure they top up these items regularly.*

- Toilet Roll
- Kitchen towel
- Washing up liquid
- Dish cloths
- Bin liners
- Spare light bulbs
- Washing up liquid
- Washing powder
- Hand soap
- Air freshener
- Mosquito spray
- Brush, Mop, dustpan and floor cleaner
- Plastic pegs (avoid wooden pegs)
- Matches or gas lighter
- Coat hangers
- Clothes airer – avoid buying chrome dryers, there are very good sturdy plastic dryers available
- Non perishable goods such as coffee, tea, sugar, salt and pepper (When doing a changeover we leave behind any non perishable goods which we feel the next tenant will benefit from – Avoid leaving behind cereal items and half opened packets of food items)
- First Aid kit- with sun burn cream, Aloe Vera cream, plasters and insect repellent.



EMAIL: [info@calabriamanagementservices.com](mailto:info@calabriamanagementservices.com) WEBSITE: [www.CalabriaManagementServices.com](http://www.CalabriaManagementServices.com)

No 15. Via Pietro Viano, Tropea, Calabria, Italy

Office Tel: 0039 0963 621111 Tel: 0039 3333879347 FAX: 0039 0963 051492

## Security

*It always helps to think ahead.....*

- Think about changing the locks when you take possession of your new holiday home. Even though it's a new home there may be copies floating around which may have previously been used by electricians, builders, plasterers etc; For Pizzo Beach and Borgo Novo owners our house keys are standard Yale keys and inexpensive to change. I think a charge from €40 upwards is worthwhile considering you have purchased an apartment from €80k upwards and furnished it from €3k upwards.
- Don't leave curtains permanently closed during high periods of vacancy. Invest in a timer switch to turn the lights on and off throughout the evening.
- Install a motion sensor outside light these will alert neighbours if there is any movement around your house when there is no one supposed to be there. These lights will also help if guests are returning home late of an evening and the communal lights are switched off.
- Install a safe in your apartment where guest can leave their valuables and passports. Make sure that it is positioned out of sight and if possible secure it safely to the wall. Purchase a safe with dual access, most pin pads are powered by battery, if the battery fails the safe can be opened by key.
- Install a key-safe in a safe and out of sight place outside your apartment. These safes have many benefits, your guests may be going to the beach for the day and will have limited pocket space, so they can leave their keys in the key safe until they return. Also, these safes are great for leaving spare keys for oncoming guests and family members; guest may be leaving early in the morning to catch a flight so they can leave the keys in the key safe. For pricing and installation please contact me for further details.
- Install a smoke alarm, fire blanket and dry powered extinguisher.
- Employ a professional 'Property Management' company to ensure your property is inspected regularly and to check for security issues, signs of damp, bad plumbing jobs etc;